



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 27, 2014

Andrea Zavada
3735 Windemere Way
Marion, Iowa 52302

Dear Andrea,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-
<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.
http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

This letter is in regards to the January 22, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: You had flammable items within three feet of the furnace.

How to correct: You immediately corrected this compliance issue by moving the items away to the other end of the room away from the furnace.

☐ 110.5(1)f Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters.

Reason determined out of compliance: I observed you had some flammable items in close proximity to the furnace.

How to correct: You immediately moved these items to another area of that room and they are no longer within three feet of the furnace.

This item was corrected and brought in compliance during the spot check.

☐ 110.5(1)g Safety barriers are at stairways and doors as needed.

We discussed this item and how to determine if a child is able to negotiate steps independently. Both of the two year old children in your care were observed going up and down the steps. I noted both had a tendency to want to hold on to the sides and seemed a bit unsteady and did not always alternate their feet.

So we agreed you would place a safety barrier at the bottom of the stairway when children are in the basement until these children can independently negotiate the steps to and from the basement.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

I checked this item as out of compliance but did not record which child occupied room or top of which stairway did not have a smoke detector. Please check all rooms used for child care and the top of both the basement and second floor stairway to make sure they have a smoke detector in them.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have documentation you test the batteries for your smoke detectors monthly.

How to correct: Using the form I left with you document when you do the monthly test of your smoke detector batteries.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Reason determined out of compliance: I did not find this information in the files for two children.

How to correct: I left an Emergency Medical Authorization form with you that can be used to meet this requirement. Just have the parents of the children complete and sign and date the form.

We talked about how often to check on sleeping children to meet the requirement for careful supervision. I let you now even with the use of a baby monitor you still need to check on a sleeping child every 20 minutes.

You informed me the day we completed the spot check you had a friend staying for the week on a visit. You stated she was not around the children and stayed upstairs during child care hours which is what she did while I was present. She was leaving in two days and I had you sign an agreement she would not be in the child care areas during child care hours of operation.

In the future if you will have visitors planning to stay overnight you will need to plan ahead and get a record check done on these individuals.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).